



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*

*Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

|   |   |   |  |
|---|---|---|--|
| 1. <u>Announcement Number</u><br><br><b>T38H-05-067-JB</b>                                | 2. <u>Title, Series, Grade, Salary</u><br><br><b>Licensed Practical Nurse<br/>(Specialty Clinics)<br/>GS-620-3/4/5/6<br/>\$24,919 to \$41,156 per<br/>annum</b> | 3. <u>Tour of Duty</u><br><br><b>Dayshift<br/>M-F</b> | 4. <u>Duty Station</u><br><br><b>Hospital &amp;<br/>Specialty Medicine<br/>Division,<br/>Portland Division</b> |
| 5. <u>Type &amp; Number of Vacancies</u><br><br><b>Permanent<br/>1 Full-time position</b> | 6. <u>Contact</u><br><br><b>Tracy Neelands<br/>503-220-8262 x 57796</b>   | 7. <u>Opening Date</u><br><br><b>12-8-04</b>          | 8. <u>Closing Date</u><br><br><b>Until Filled</b>  |

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

### MAJOR DUTIES:

The complete function statement may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the functional statement and are considered to be a brief extract. The incumbent functions as a team member under the guidance of the Registered Nurse, but must be able to function with minimal direction. The incumbent is responsible for providing medical assistive care and administrative support when needed. The incumbent must demonstrate the ability to observe, identify and respond to the patient's needs for nursing care, such as medication, finger sticks for blood glucose testing, equipment assisted care, and to recognize deviations from normal. The incumbent is also responsible for patient education and is self-directed. The incumbent completes the Health Promotion/clinical reminders as appropriate and documents accordingly. Performs age appropriate care, and uses techniques to appropriately de-escalate disruptive patients.

### QUALIFICATION REQUIREMENTS:

- Must be a U.S. citizen.
- Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory, or commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant.
- For GS-5 and GS-6 positions, one-year experience at the next lower level is required.

### CONDITIONS OF EMPLOYMENT:

Although the duty station is show in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Applicants selected for permanent positions that have not been reviewed and approved by the professional nursing standards board will be given a temporary appointment not-to-exceed 13 months, pending board approval.

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**Portland VAMC employees** should submit a completed VAF 4078 to Human Resources Management Division, Portland Division, Building 100 Room 6C12 no later than **Close of Business (COB) on 12-21-04** for first consideration. This position will be open until filled.

**Other VA Employees** must submit a [VA Form 10-2850c, "Application for Associated Health Occupations."](#), [OF-306, "Declaration for Federal Employment"](#), latest SF-50, Notification of Personnel Action, and latest performance appraisal to Human Resources at the address below no later than **COB on 12-21-04** for first consideration. This position will be open until filled. Application forms may be obtained in your Human Resources Office or on our external website, [www.va.gov/portland/hr](http://www.va.gov/portland/hr).

**NON VA APPLICANTS** may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, **ATTN Announcement T38H-05-067-JB**, PO Box 1034, Portland, OR 97207, to be received no later than **COB on 12-21-04** for first consideration, or brought in person to Human Resources, Bldg 100 Rm 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 12-21-04** for first consideration. This position will be open until filled. Application forms may be obtained in your Human Resources Office or on our external website, [www.va.gov/portland/hr](http://www.va.gov/portland/hr).

1. [VA Form 10-2850c, "Application for Associated Health Occupations."](#)
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
  - c. VA letter of service-connected disability rating dated within the last 12 months.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. A copy of your college transcripts.

### APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

### IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**